



## Ralph Allen School Role Description

<b>Role title</b>	<b>HIGHER LEVEL TEACHING ASSISTANT (TRAAC)</b>
<b>Grade</b>	M, points 25-28
<b>Role holder</b>	
<b>Responsible to</b>	<b>TRAAC manager</b>
<b>Date</b>	<b>Oct 2024</b>
<b>1. Role purpose</b>	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals or groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.</p> <p>Responsible for the management and development of a specialist area of the Learning Support department (TRAAC) and performance management of other teaching assistants, including allocation and monitoring of work, appraisal and training.</p>
<b>2. Principal duties and Responsibilities</b>	<p><b>1. Support for pupils</b></p> <ul style="list-style-type: none"><li>• To assess the needs of pupils and support the learning process.</li><li>• To develop and implement IEPs.</li><li>• To promote inclusion and acceptance of all pupils.</li><li>• To deliver learning activities and Thrive activities to pupils individually or in groups, adjusting activities to pupil responses/needs.</li><li>• To select and prepare resources necessary to support the learning process.</li><li>• To advise on the appropriate deployment and use of specialist aids, resources and equipment.</li></ul> <p><b>2. Support for the teacher</b></p> <ul style="list-style-type: none"><li>• Organise and manage appropriate learning environments and resources</li><li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives</li><li>• Provide objective and accurate feedback and reports as required on pupil needs, achievement and progress</li></ul> <p><b>3. Support for the curriculum</b></p> <ul style="list-style-type: none"><li>• Plan extra support lessons for pupils with additional literacy and numeracy needs, vulnerable students and behavioural difficulties.</li><li>• Deliver learning activities to pupils within an agreed system of supervision</li><li>• Select and prepare resources necessary to lead learning activities, taking account of pupils interests and language and cultural backgrounds</li></ul> <p><b>4. Support for the school</b></p> <ul style="list-style-type: none"><li>• Comply with and assist with the development of policies and procedures</li></ul>

	<p>relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</p> <ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Establish constructive relationships and communicate with other agencies or professionals, to support access and progress of pupils.</li> <li>• To be a leading and constructive member of the Learning Support team, and assist with performance management of TAs.</li> <li>• To actively support and develop multi agency approaches to pupil support</li> <li>• To plan and administer the deployment of TAs to gain maximum benefit for pupils having extra lessons for literacy and numeracy.</li> <li>• To maintain Learning Support record keeping systems, processes and pro-active analysis of data.</li> <li>• To assist with administration and paperwork associated with Learning Support reviews</li> <li>• To lead meetings with TAs to review and plan provision and strategies for pupils with AEN.</li> <li>• To attend meetings with other student services staff in the school to contribute to communication between staff regarding pupils' needs and provision planning.</li> </ul> <p>Self-evaluation of all the above will be carried out as a continual process.</p> <p>The postholder will carry out any other duties that might be considered to be commensurate with the post, as required.</p>
<p><b>3. Dimensions (in quantitative terms, the key areas on which the job has an impact)</b></p>	<p>All pupils/students in the school  All staff in the school, teachers and support staff  Parents and carers  Outside agencies  LA</p>
<p><b>4. Organisational relationships</b></p>	<ol style="list-style-type: none"> <li>1. Accountable to the Headteacher through the TRAAC manager and Leadership Team Link.</li> <li>2. Responsible to the Governing Body.</li> <li>3. To report to other members of staff as required by the Headteacher and as required by the proper functioning of the role.</li> <li>4. Work co-operatively and constructively with all colleagues in school.</li> </ol> <p><b>Details of organisational relationships:</b></p> <ol style="list-style-type: none"> <li>1. To liaise with the TRAAC manager on all matters.</li> <li>2. To manage Teaching Assistants (TAs) as required.</li> </ol>
<p><b>5. Physical Effort</b></p>	<p>None</p>
<p><b>6. Working Environment</b></p>	<p>Working in a large secondary school.</p>
<p><b>7. Person specification</b></p>	<p><b>Qualifications: Essential:</b>  Completion of full-time education up to the age of 16  5 GCSE's (5 A-C) or equivalent including English  HLTA qualification or equivalent</p> <p><b>Desirable:</b>  A-level qualifications  Other related qualifications e.g Thrive</p> <p><b>Experience: Essential</b>  Of an educational or related work environment (experience could be gained as a volunteer)  Working with computers as learning tools; good ICT skills and willingness to upskill  Classroom assistant experience</p>

	<p><b>Desirable</b> Working with small groups of pupils delivering programmes for literacy/numeracy</p>
<p><b>8. Additional information</b></p>	<ul style="list-style-type: none"> <li>• This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.</li> <li>• The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.</li> <li>• The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.</li> <li>• The postholder will be expected to undertake any appropriate training provided by the authority and/or school to assist them in carrying out any of the above duties.</li> <li>• The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to</li> <li>• This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.</li> </ul> <p>Term time only</p>
<p><b>9. Sign off:</b> <b>Post holder:</b> <b>Date:</b> <b>Manager:</b> <b>Date:</b></p>	